



Reno Fire Department **Special Event Guidelines**



Welcome and thank you for choosing Reno for your special event. The Reno Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Reno Fire Department.

APPLICATION PROCESS:

A special event application can be obtained at Reno City Hall, 1 East First Street, on the second floor in the Revenue Division.

A floor plan is required with the application. The application and floor plans must be received by the Reno Fire Department within 72 hours prior to the event. Failure to do so will result in a double fee per the adopted City of Reno fee resolution. Floor plans must identify the event name; date; hours of operation; on-site responsible person's name and phone number; description of the event; pipe and drape locations; occupant load; room dimensions; aisle widths; exit locations; canopied areas, and display or storage areas. Special hazards requiring a separate permit such as pyrotechnics, open flame, demonstration cooking, and tents must be identified.

A fire inspector will review plans for the special event. Upon final approval of the floor plan, the inspector will return a copy to the promoter indicating any special requirements.

A fire inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the responsible will be given an opportunity for compliance. Failure to adhere to fire code requirements may result in delayed opening, citation, or event closure. The organization holding the event is responsible for making all vendors aware of these regulations.

STANDBY FIRE PERSONNEL:

Certain special events may require that standby fire personnel be present. Examples of these types of events include indoor motocross type events, monster truck shows, pyrotechnic displays, maximum occupancy concerts, and other events that pose more hazardous conditions. The organization holding the event will be responsible for all standby fire personnel costs if needed.

DEFINITIONS:

Special Event / Activity – Any assembly of more than 50 people, whether for profit or not, including, but not limited to: concerts, carnivals, circus, dances, craft fairs, festivals, or trade show which may contain displays, vendor spaces, exhibits, special attractions and/or any activity using a public facility, public street, park or plaza area.

When a space is used for purposes other than its normal functional use, such use may constitute a special event, and a permit may be required. For example, using a basketball gym as a concert venue, i.e. stage and seating, would constitute a special event and a permit would be required. Conversely, a convention room or space used for banquets or meetings would not require a permit, because that *is* within the scope of its approved use. Please contact the division of fire prevention if you are uncertain as to whether or not you need a special event/activity permit.

Banquet – Any gathering which uses a dining room set-up (tables and chairs) and which does not have a stage for performers. A small raised platform (dais) may be used for a lectern or head table.

Meeting – Any gathering which uses non-fixed seating, which might be tables and chairs or “theater” fashion seating. Projection screens and a small raised platform (dais) for a lectern or side table may be used, but not a stage for performers.

Cooking Booth – Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Vendor Booth – Any booth other than a cooking booth.

Open Flame – Torches, candles, and other devices using a flame.

Open Flame Cooking Device – Range style burners, fuel fired woks, gas grills, gas fueled food warmers, solid fuel fires, etc.

Solid Fuel Cooking – Include but not limited to non-gas barbeques, smokers, or open campfire style cooking using briquettes, wood, or charcoal.

Flame Retardant – An approved chemical, chemical compound, or mixture which when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion.

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.



Tents – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

INDOOR EVENT REQUIREMENTS:

Indoor events may only take place in Assembly type occupancies unless otherwise permitted by the Reno Fire Department.

Approved Maximum Occupant Load Signs must be posted in a conspicuous place.

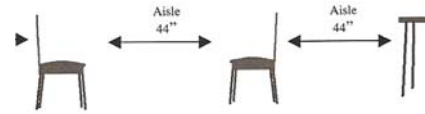
The following items are prohibited for use, sale, display, distribution, manufacture or possession in all special event locations (both indoor and outdoor) without specific permit and approval from the Reno Fire Department: pyrotechnics, ammunition, smoke or flame generating devices, fireworks, any exploding device or material, cigarette or cigar loads, smokeless or black powder, live military ordnance, tear gas or any other toxic gas producing device.

1. Exits and Aisle Widths

Exit doors shall be identified by illuminated “exit signs”.

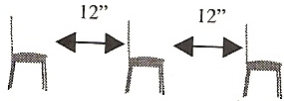
All exit doors must be maintained in operable condition and shall not have a lock or latch unless it is panic hardware.

Exit doors and exit paths shall not be obstructed in any manner.



Trade show and vendor exhibit aisles shall have not less than 8 foot cross aisles and 10 foot main aisles unless otherwise approved by the Reno Fire Department.

For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.



For areas without fixed seats, the minimum clear aisle width shall be 36 inches where seats, tables, furnishings, or displays are placed on one side of the aisle only, and 44 inches when such furnishings or displays are placed on both sides of the aisle. Aisles shall not have a dead end greater than 20 feet in length.

Unless otherwise approved by the Reno Fire Department, seating rows shall not be greater than 7 seats when there is an aisle or doorway at one end of the row only. Seating rows can increase to a maximum of 14 seats if an aisle or doorway is located at both ends of the row. The minimum clear width between rows shall not be less than 12 inches.

Chairs are to be bonded together when seating exceeds 200 and seats are not fixed to the floor.

2. Fire Protection Equipment

Fire protection systems and equipment (sprinklers, standpipes, alarm systems, hood systems, extinguishers, hydrants, etc.) shall be operative at all times. Systems shall be current on required service and testing and must have an approved service label as certified by the office of the State Fire Marshal.

Fire protection equipment such as sprinkler risers, alarm panels, and fire extinguishers shall not be obstructed in any manner.

Approved fire extinguishers with a minimum rating of 2A10BC must be accessible within 75 feet of travel from any point in the building.

3. Indoor Displays

Except for vehicles or combustion engines used for demonstration and/or operational purposes on a limited basis, fueled equipment shall not be operated or repaired inside structures. All indoor use must be reviewed and specifically approved through the fire department permitting process.

Liquid or gas fueled vehicles, boats, or other motor craft for display are allowed indoors when batteries are disconnected, fuel in fuel tank does not exceed one-quarter tank or 5 gallons (whichever is less), and fuel tanks/openings are closed and sealed to prevent tampering. Vehicles cannot be fueled or defueled within the building.

Open-flame decorative devices, cooking devices, or theatrical open flame performances are not allowed without first obtaining a separate permit from the Reno Fire Department.

4. Electrical

A working space of not less than 30 inches wide and 36 inches in depth shall be maintained around electrical panels.

Multi-plug power taps can only be used if they are polarized or grounded type and equipped with UL listed over-current protection.

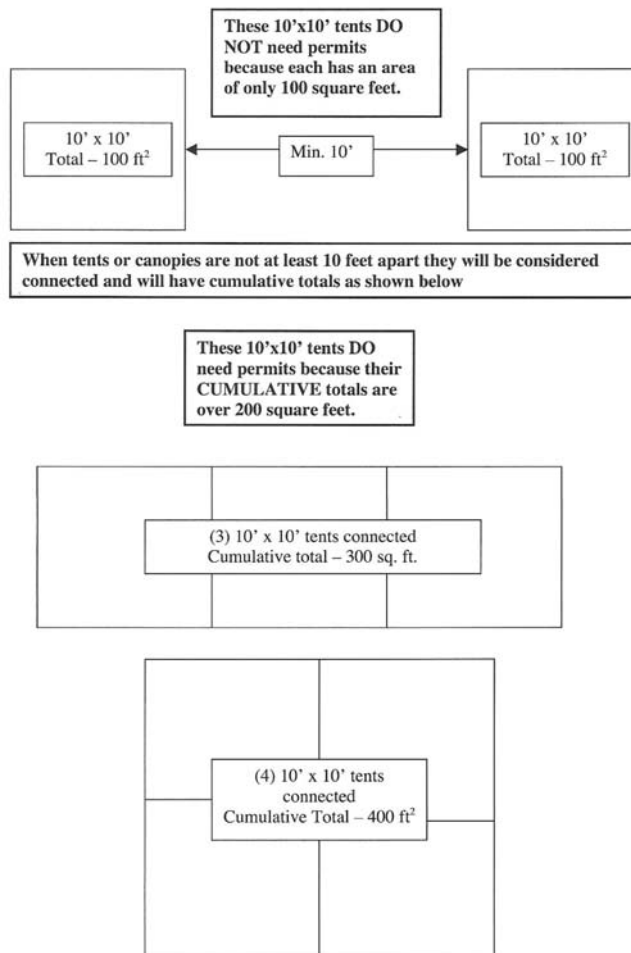
Extension cords may only be used with portable appliances. The ampacity of the extension cord shall not be less than the rated capacity of the portable appliance.

Power taps and extension cords shall be directly connected to a permanently installed receptacle (no daisy chaining), and shall not be affixed to structures; extend through walls, ceilings, floors, under doors, or be subject to environmental damage.

OUTSIDE EVENT REQUIREMENTS:

1. Tents and Canopy Set-up

Tents having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Reno Fire Department.



Tents and canopies having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premise of the temporary structure. This affidavit or certificate shall attest to the following information:

- a. Names and addresses of the owners of the tent or canopy.
- b. Date the fabric was last treated with flame-retardant solution.
- c. Trade name or kind of chemical used in treatment.
- d. Name of person or firm treating the material.
- e. Name of testing agency and test standard by which the fabric was tested.

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- a. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

Please note: the flame retardant affidavit/certificate must be submitted at the time of application with the floor plan.

Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an Assembly occupancy, except the materials necessary for the daily feeding and care of animals.

Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.

2. Heating and Cooking Appliances / Cooking Booths

Cooking is allowed under flame retardant canopies that comply with section 1 above.

Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.

Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.

Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.

All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved U.L. listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.

All cooking booths must have a minimum 5lb 2A10BC rated fire extinguisher with a current State Fire Marshal service tag. A K-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.

3. Compressed Gas Cylinders

Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hose and appliances.

4. Fire Access

A 20 foot fire lane shall be provided for all events for emergency access.

Fire access lanes in the downtown core shall follow the guidelines set forth under the “Downtown Event Setup Guidelines and Diagrams” located at <http://www.reno.gov/index.aspx?page=731>

Parking, display, or obstructions in front of fire hydrants, fire department connections, or access doors to rooms containing fire protection equipment is prohibited.

5. Electrical

Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by physical guards, fences, or enclosures.

Preapproved recurrent events in established venues requiring only fire department approval can apply online by clicking this link: (RFDSpecialEvents@reno.gov). If you are unsure which to follow please contact us at 775-334-2300.